

TOWN OF FARMVILLE

PO Box 86 / 3672 North Main Street - Farmville, North Carolina 27828-0086

OFFICE: 252-753-5774 / FAX: 252-753-2963

AFTER SCHOOL COUNSELOR 4 Temporary PART-TIME Positions

POSTED: Internal/External

POSTING DATE: August 2, 2018

SALARY: \$8.00 hour

DEPARTMENT: Parks & Recreation

BASIC FUNCTION AND JOB REQUIREMENTS:

Employees in this class perform work involving the supervision of children between the ages of five to thirteen years of age during the after school program operating hours. This will include, but is not limited to, assisting with homework, planning activities, etc. Position will require skill in communication, leadership and willingness to learn in addition to working well with children. Work is performed under regular supervision and is evaluated through observation and inspection to determine the thoroughness in carrying out assigned duties.

Work hours will be approximately 20 hours a week, working Monday through Friday.

ESSENTIAL DUTIES AND TASKS

- Creating weekly activities for afterschool children;
- Supervising children during afterschool;
- Enforcing after school policies and procedures;
- Participating daily in after school activities and games;
- Providing guidance and assistance to after school children;
- Provide assistance with homework as needed;
- Transport children from school to after school facility;
- Other duties as assigned.

SPECIAL REQUIREMENTS

- Must be 17 years of age or older
- Valid North Carolina driver's license
- Drug test and criminal background check required
- First aid/CPR certified or willing to obtain prior to after school start date.

Applications will be accepted at Town Hall until the position has been filled.

You may download our application at www.farmvillenc.gov.

The Town of Farmville is an Equal Opportunity Employer.

If you have questions concerning this position, call 252-753-5774 or email cthomas@farmvillenc.gov